

P-CARD POLICY EXCEPTION FOR THE PURCHASE OF HAND /POWER TOOL

A) NAME OF PCARD HOLDER:

B) DATE TOOL PURCHASED:

C) DESCRIPTION OF REQUIRED SMALL TOOL/POWER TOOL:

D) BASIS FOR EXCEPTION TO JLAB POLICY:

[Note: the PCard Holder must check with the JLAB Tool Crib **PRIOR TO** the PCard Purchase to determine if the hand tool/power tool is available through JLab stock]

- 1) ☐ The tool is needed to mitigate or avoid an immediate safety risk to JLab personnel or property, or
- 2) ☐ The tool is needed immediately to avoid a stoppage and/or schedule delay that would negatively impact JLab property, work plan or schedule

E) BRIEFLY DESCRIBE CIRCUMSTANCES TO SUPPORT THE EXCEPTION REQUESTED UNDER D) ABOVE AND IMPACT TO JLAB IF THE TOOL IS NOT PURCHASED WITH A PCARD

F) CONFIRMATION THE TOOL HAS BEEN PROCESS THROUGH THE JLAB SHIPPING & RECEIVING DEPARTMENT

The tool has been processed through the JLab Shipping & Receiving Department or JLab Property Office for Property Tagging and Accountability: YES ☐ NO ☐

PCARD HOLDER

SIGNATURE _____ DATE _____

APPROVING OFFICIAL

SIGNATURE _____ DATE _____

IMPORTANT: TO VALIDATE PURCHASE OF SMALL HAND TOOL/POWER TOOL USING A JLAB PCARD-THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE PCARD'S HOLDER'S MONTHLY BANK RECONCILIATION STATEMENT TO THE JLAB PCARD PROGRAM MANAGER